Office of the Chief Financial Officer

PROGRAM

Integrated Financial Management Program

Core Financial

Course Name: Invoice Processing in FI

XSFC End User Data Packet

National Aeronautics and
Space Administration

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TOPIC 1: Enter FI Invoice or Credit Memo (Including FCS Data Elements)

ACTIVITY 1: Enter and Park FI Invoice or Credit Memo

The AP office received an invoice from Vendor billing for miscellaneous shipping charges. Enter the invoice in FI and Park it.

FIELD	DATA
Transaction Code	FB60 *
Basic Data Tab	
Vendor	*See XSFC FI Supplemental Data Sheet*
Invoice date	Two working days prior to today
Transaction	Invoice
Doc Type	Shipping Invoice
Reference	*See XSFC FI Supplemental Data Sheet*
Amount	500.10
Date of Rcpt	Today's Date
G/L Acct	Unknown at receipt of invoice
Amount in Doc Currency	Unknown at receipt of invoice
Cost Center	Unknown at receipt of invoice
Order	Unknown at receipt of invoice
WBS Element	Unknown at receipt of invoice
Fund	Unknown at receipt of invoice
Payment Tab	
Payment Method	D
Payment Supplement	62
Payment Terms	NT30

* Use transaction code FB65 when entering a credit memo from vendor and enter the SAP invoice document number of a posted invoice that the credit memo is to be matched against.

NOTE: To complete activity, refer to the Enter and Park FI Invoice user procedure within the OLQR.

TOPIC 1: Enter FI Invoice or Credit Memo (including FCS Data Elements)

ACTIVITY 2: Adjust FI Invoice Amount (down only)

The AP office received invoice number from a Vendor billing for shipping charges. The invoice was entered and parked. After the invoice was entered and parked, the end-user noticed that the total amount had been entered with a typo error. Change the invoice amount and park the invoice.

FIELD	DATA
Transaction Code	FBV2
Document Number	Use SAP invoice document number from activity 1 above
Fiscal Year	2003
Basic Data tab	
Amount	500.00

NOTE: To complete activity, refer to the Adjust FI Invoice Amount (down only) user procedure within the OLQR.

TOPIC 1: Enter FI Invoice or Credit Memo (including FCS Data Elements)

ACTIVITY 3: Reject FI Invoice (return)

The AP office received an invoice from a Vendor. The invoice was entered in the system and parked. Upon review by the end-user, the invoice was found to be invalid. Note the reason why the invoice is invalid and reject the parked invoice.

FIELD	DATA
Transaction Code	FBV6
Document Number	*See XSFC FI Supplemental Data Sheet*
Fiscal Year	2002

NOTE: To complete activity, refer to the Reject FI Invoice user procedure within the OLQR.

TOPIC 1: Enter FI Invoice or Credit Memo (including FCS Data Elements)

ACTIVITY 4: Create and Save Recurring Entry Document

The AP office received the approved documentation from the Human Resource Department for payment of an employee's student loan. Create and save the recurring entry document for Vendor Q (lending Institute).

FIELD	DATA
Transaction Code	FBD1
First Run On	Instructor will provide date
Last Run On	Instructor will provide date
Interval in months	01
Document Type	ZB
Reference	*See XSFC FI Supplemental Data Sheet*
Document Header Text	*See XSFC FI Supplemental Data Sheet*
Post Key	31
Account (vendor)	*See XSFC FI Supplemental Data Sheet*
Next Screen	
Amount	200.00
Payment Method	D
Payment Supplement	62
Post Key	40
Account (G/L)	6100.1811
Next Screen	
Amount	200.00
Cost Center	62SD10
Order	FC200202
Next Screen	
Fund	HSF412002D
Earmarked Funds	*See XSFC FI Supplemental Data Sheet*

NOTE: To complete activity, refer to the Create and Save Recurring Entry Document user procedure within the OLQR.

TOPIC 1: Enter FI Invoice or Credit Memo

ACTIVITY 5: Execute Recurring Entry Document

The recurring entry document for Vendor Q has been created. Execute the recurring entry document.

FIELD	DATA
Transaction Code	F.14
Company Code	NASA
Document Number	Use SAP Document Number created activity 4 (91xxxxxxxx)
Settlement Period	Use same dates from Topic 1 Activity 4
Batch Input Session Name	Your first name *

NOTE: To complete activity, refer to the Execute Recurring Entry Document user procedure within the OLQR.

* The Batch Session Name can be anything that you want it to name it as long as it is one that you can easily remember.

NOTE: To complete activity, refer to the Execute Recurring Entry Document user procedure within the OLQR.

TOPIC 2: Validate Invoice

ACTIVITY 1: Post a Parked FI Invoice

The AP office received the approval along with the required FCS data elements from the Approving Official on a invoice.   Enter the required FCS data elements and post the parked invoice.

Note: After entering the Transaction Code, you may use the script/user procedure for the Enter FI Invoice and Park to enter the rest of the data. However, you will **Post** the invoice in lieu of parking it.

FIELD	DATA
Transaction Code	FBV0
Document Number	Use SAP invoice document number from activity 1 above
Fiscal Year	2003
Next Screen	
G/L Acct	6100.2212
Amount in Doc. Currency	500.00
Cost Center	62MP31
Order	FC400000
WBS Element	62-376-10-15
Fund	HSF542002D

NOTE: To complete activity, refer to the Post a Parked FI Invoice user procedure within the OLQR.

TOPIC 3: Create Payment Proposal

ACTIVITY 1: Create a Payment Proposal

The AP office has to pay vendor invoices that are due. Create and edit the payment proposal. When editing the proposal, the end-user discovers that an invoice was entered for the incorrect payment amount. Block the invoice by selecting skip Vendor account as the block indicator.

FIELD	DATA
Transaction Code	F110
Run Date	Today's date
Posting Date	Today's date
Parameters tab	
Docs entered up to	Today's date
Company Code	NASA
Pmnt meths	D
Next p/date	30 working days from today's date
Multiple selections for Vendors	
Vendor (from)	*See XSFC FI Supplemental Data Sheet*
Vendors (to – click the arrow)	*See XSFC FI Supplemental Data Sheet*
Free Selection:	
Business Area Select Document Number	62 * *See XSFC FI Supplemental Data Sheet* ,invoice created in exercise 1, recurring document entry created in activity 5 above (e.g. *See XSFC FI Supplemental Data Sheet* ,19…….1,19..…….2) No spaces between comas
Additional Log tab	
Vendor (from/to)	*See XSFC FI Supplemental Data Sheet*
Vendors (from/to)	*See XSFC FI Supplemental Data Sheet*
Printout/Data Medium tab	
Variant	MSFC_CCD+
Block Payment	* (Skip Account)

* In real life, you would select the Business Area that identifies your Center.

NOTE: To complete activity, refer to Create Payment Proposal user procedure within the OLQR.